

Job Posting: Director of Development
Date Posted: 12/9/09

Red Tomato (RT) is a nationally-known, innovative non-profit that promotes local and sustainable agriculture and a fair deal for small to mid-sized farmers. RT helps get fruits and vegetables from regional farms into mainstream supermarkets where most consumers do their shopping. RT also offers training and consulting services to groups working on sustainable agriculture and food-system improvements nation wide. Since 1998, Red Tomato has sold \$11 million in produce to hundreds of supermarkets, institutions, and distributors, primarily on the East coast. We offer an informal yet professional, collegial work environment, where learning and risk taking are highly valued.

We're Seeking an experienced development professional to join us in our quest to help regional farms thrive and offer consumers better access to healthy produce grown here in the Northeast.

Position Summary: The Director of Development (DD) is responsible for developing and implementing a comprehensive, multi-year fundraising strategy; participating in annual budgeting and strategic planning processes; managing the department; supervising the Development Associate; and maintaining outstanding funder relations. The work includes grant writing, cultivating individual and major donors, identifying and pursuing new funding sources, preparing evaluation reports for funders, and conducting annual fund appeals. The DD leads and coordinates the staff and board in development activities. The position is full time and reports to one of RT's Co-Directors.

Responsibilities:

1. Participate in the annual budgeting and strategic planning process. Develop and oversee the achievement of annual fundraising goals.
2. Maintain a powerful case statement in collaboration with the Marketing Director.
3. Develop and maintain the infrastructure and systems needed for an effective fundraising effort.
4. Maintain Red Tomato's strong history of foundation and government grant support; research best new grant funding opportunities; cultivate and pursue these opportunities.
5. Lead the Directors, board, and staff in strengthening RT's individual and major donor base.
6. Collaborate with the Marketing Director and Co-Directors in the creation of specific messages and progress reports aimed at institutional and individual funders.
7. Create and coordinate the annual fund appeal.
8. Develop, maintain and strengthen all funder relationships.
9. Meet deadlines for letters of inquiry, grants and reports.
10. Hire, orient/train, supervise and support a Development Associate and grant-writing contractors and ensure that they are used effectively.
11. Recruit and coordinate RT staff and board members in fundraising activities and ensure that they are used effectively.
12. Report regularly to RT management, staff and board on fundraising progress.
13. Effectively manage the development expense budget.
14. Perform other tasks as directed by Co-Directors.

Required Skills, Attributes and Experience:

1. Commitment to RT's mission of strengthening the viability of family farms and values that include fair trade and sustainable agricultural practices. Knowledge of sustainable agriculture and/or food system issues is preferred.

2. Minimum of 10 years of development experience and solid track record raising \$500,000 - \$1,000,000 annually, with strength in foundation and government grants and major donor cultivation.
3. A “take charge” person that can set development goals, priorities, and strategies; confidently lead the development process and enroll and coordinate staff in development activities; solicit and respond to feedback and work as part of a team; and execute projects independently.
4. Excellent networking and written and oral communication skills: ability and confidence to “sell” RT to funders, in person and in writing.
5. Excellent writing skills, including: ability to cultivate RT’s writing style/”voice;” compelling story teller; fast writer; good editor; able to receive and incorporate constructive feedback.
6. Ability to strategize at 10,000 feet above sea level as well as ability to handle the minute details of, for example, a government grant application.
7. Understanding of financial concepts and reports; facility with numbers and budgeting processes.
8. Goal-oriented, motivated, flexible, comfortable with RT’s business orientation, and able to juggle multiple projects and meet deadlines.
9. Experience with on-line fundraising.
10. Experience supervising staff, directing volunteers and managing up to lead supervisors in fundraising activities; success working with board development committees.
11. Proficiency with basic computer and internet functions, such as Excel, Word, Outlook, and donor management software.
12. Ability to grow to support the evolving requirements of Red Tomato’s efforts.

Compensation: Competitive salary offered based on experience.

Application Process: RT is an Equal Opportunity Employer committed to creating a multi-cultural organization. Please email resume, cover letter, and writing sample to:

Betty MacKenzie at devdirjob@redtomato.org